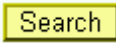


Small Store Checkage

Introduction:

This section provides the procedures for starting, changing, and deleting Small Store Checkages.

Procedure:

Start CGHRMS, [sign-in](#) and follow these steps to credit or delete Small Store Checkages.

Step	Action
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Payroll Data (US) > Use > Small Store Checkage</p>
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the  button to select the member you wish to display.</p> <div><p>Advanced Technique</p><p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p></div> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</p>

Continued on next page

3

The following screen appears.

PEOPLE Soft

Home Worklist Help Sign

Home > Compensate Employees > Maintain Payroll Data (US) > Use > Small Store Checkage [New Window](#)

EmplID: 1080807 Planitz, Mark A. Empl Rcd Nbr: 0
 Dept: 003398 HRSIC SEP ENT DEBT Empl Class: Regular
 Job Code: 436092 YNC Sal Plan/Grade: ENL E7
 Location: KS0001 CG HRSIC
 Position: 00012048 SEP/ENT & SVCS TEAM LEADER

View All |< 1 of 1 >|

*Start Date	Description	Dollar Amount
1 1/1/05/2002	Small Store Checkage	100.00

Save Return to Search Update/Display Include History Correct History

Select the button located at the bottom right-hand portion if you did not select it at the search screen so that all payments of FSA will be shown. If you are stopping, correcting, or deleting this entitlement, use the button.

Select [View All](#) from the displayed title bar to list all entitlements.

If history rows exist, click the button to enter a new checkage, the button to delete a debit row (if applicable) and refund the amount, or change the dollar amount of an existing checkage if the amount is incorrect. **Note: To change the start date, delete the row using the button, and reenter.**

View All |< 1 of 1 >|

*Start Date	Description	Dollar Amount
1 1/1/05/2002	Small Store Checkage	100.00

+ -

To enter a new clothing checkage, simply input the dollar amount and press button. **Note: Only one entry per day is allowed per member.**

View All |< 1 of 1 >|

*Start Date	Description	Dollar Amount
1 11/15/2002	Small Store Checkage	

+ -

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

End